

Peterborough & District Family History Society

General Data Protection Regulation (GDPR)

PRIVACY STATEMENT

Introduction: The General Data Protection Regulation (GDPR) 2018 requires the society to ensure that everyone about whom personal information is stored, whether on a computer or as part of our paper records, is aware of the information kept and the purpose for which it may be used.

What we hold: The society holds only the data you have supplied directly to us. This consists of members' names, addresses, email addresses, phone numbers and the bank information required to set up and monitor Standing Orders* for annual subscriptions. We also retain Gift Aid information and our Meeting Attendance Books. We keep your data because we have "Legitimate Interests" for processing it in ways which members would reasonably expect us to do and which have a minimal impact upon your privacy. Data is not subjected to any automated decision making protocols.

(* Our bank is the NatWest, Cathedral Square, Peterborough, PE1 1XH)

How we hold data: The information you provide to the Peterborough & District Family History Society will, with your consent, be held on a computer and may also be held in a manual filing system. Electronic data will be password protected: it will also be "backed up" by creating a maximum of three files; each subsequent back up copy will replace the oldest of the three existing copies.

How Data will be used and processed: For ordinary members, the information will be used solely for communication purposes and will not appear elsewhere or be shared. Processing will entail producing mailing labels for posting out the Journal using the mail-merge facility in a word-processor. We also communicate by sending occasional "information emails" to all or some members as considered appropriate to promote society activities. All such emails will be sent "BCC" i.e. Blind-copied, where a recipient member will only be able to see their own email address. Email addresses will be stored securely. Members will be able to decline communications they no longer wish to receive.

For committee members, the information will be used as for ordinary members: it may (although only with your consent) be included in the printed edition of the Journal circulated to all UK members, but not in the electronic version sent to overseas members. Printed Journals are also supplied to some public libraries in the UK, whilst overseas libraries receive the electronic version. Printed Journals are also sent to the Agency for the Legal Deposit Libraries and to the British Library.

If you are, or become, a committee member, some of the information you give us may also be (but only with your consent) published on the internet web pages of the society.

Accuracy: The society will keep your data up to date. You can help us by contacting the Membership Secretary if there are changes to your details which need to be amended.

Access to data: If you wish to obtain a copy of the data we hold, a description of the purposes for which it is being processed, a description of any potential recipients, or any information as to the source of the data, please contact the Secretary of the society who will reply free of charge. (In certain circumstances the society is entitled to charge a fee, currently not exceeding £10; for instance, if an individual requests this information on too regular a basis.)

Retention and disposal of data: Members may ask for their data to be erased at any time by informing the Membership Secretary. Any data you have supplied will be deleted if you leave the society unless retention is required for statutory purposes (e.g. Gift Aid claims). If you have been a committee member at any stage and your details have (with your consent) appeared on the back cover of our Journals, then the data will be archived in historic paper editions of the publication and may still be accessed by those who retain them or visit repositories where they are stored. Journal copies on the website will not contain the back cover. Please contact the Membership Secretary or Secretary if you require further information.

Giving your consent: Please complete the separate Data Protection Consent Form to confirm your consent (or otherwise) to your personal data being processed in the manner set out above and as necessary for the purposes of the legitimate interests of the Peterborough & District Family History Society, subject to the restrictions indicated on the form for the specified items of data. **The form needs to be signed, please,** and then posted to the address on the form. Alternatively, it can be scanned and forwarded electronically to the Membership Secretary so long as it is attached to an email showing your personal email address, thus authenticating it.

PLEASE NOTE: [1] In the case of Joint membership, every individual member needs to complete and sign a separate form. [2] Committee members have an additional form to complete.

How to withdraw consent: If, having initially given your consent, you later wish us to stop processing your data for any reason, or you object to us doing so, please contact **the Secretary** without delay.

Questions: Any questions or comments concerning GDPR should be directly to **the Secretary** who is also the acting Information Manager.

Thank you for your assistance.

Helen Tovey (Secretary)
secretarypdfhs@gmail.com

9 April 2018

Approved by Committee: 16 April 2018
Reviewed and approved by Committee with no changes 5 August 2019
Next Review Date: 5 August 2020